

Introduction

Welcome to Coaching. You are embarking on a tremendously rewarding career!

When you first start coaching it can be overwhelming to know where to start and how to get the client on track toward achieving him/her goals. That's why I created this system, **THE FIRST TEN COACHING SESSIONS**.

These sessions are structured in an order to help you really get to know your client which will help you uncover where they are "stuck" and how to effectively coach the client. As you use these sessions you will incorporate your own personality and coaching style and soon make him/her your own!

At the beginning of the session it is important to establish intentions. This will help you know where the client's thoughts are in the session and will give you and the client a sense of direction. Even though you will have an agenda, often times you will be able to tie the agenda into him/her intention.

Each session is designed with a topic of discussion and questions to ask regarding the topic. You should have an understanding of the topic so you can coach your client. You will then ask questions which are designed to help you dig deeper to reveal the client's inner thought patterns to both you and the client.

The client forms are to send to the client after each session. Some of the forms are a follow up of topics discussed in the session and others are to be used in the next session.

In each session establish action item to be completed before next session this will hold the client accountable for implementing action based on the coaching session.

At the end of each call it is important to ask the client what was the most valuable for him/her in the session. This will help you understand what they gained in the session. It will also help the client to realize that the sessions are providing value.

Good Luck!

Section One The Coaching Sessions

- Session One: Laying the Foundation**
- Session Two: Discovery**
- Session Three: Achieving Goals**
- Session Four: Tuning In**
- Session Five: Awareness of Focus and Energy**
- Session Six: Exploring Core Needs**
- Session Seven: Truth or Opinion**
- Session Eight: The Light Energy of Play**
- Session Nine: Changes**
- Session Ten: Fear**

Session One

Title: Laying the Foundation

Purpose: To get to know the client. Discuss and explore him/her completed "Client Data Form"

Intention: My intention is to really serve you and allow you to develop a deeper sense of confidence as we lay the foundation for our time together.

Questions:

1. What is your intention today?
2. Tell me something about your personal background. What does that mean to you? Why is this meaningful to you?
3. What are your top 5 accomplishments?
4. What major changes/shifts/leaps do you need to make in the next 6 months?
5. What are your long term goals?
6. What are your short term goals?
7. Where are you most irresponsible?
8. What motivates you?
9. Is there anything else I should know?
10. Why have you decided to hire me as your coach?
11. How will you know how effective the coaching has been?
12. Do you understand that I stand for you, not your goals?
13. Are you committed to taking action to achieve your goals?

Foundation Exercises:

1. Go through Client Data Form and really get to know the client. Listen for patterns. Help him/her understand that this is a process of self-discovery, not only you getting to know him/her, but him/her getting to know him/herself better.
2. Talk him/her through the Technicolor vision. (Use "Vision" guide) You will also send the Technicolor Vision Guide for client to write out and keep.

Establish Action Item to be Completed Before Next Session

Discuss what has been most valuable, enlightening, or insightful in today's session. *You will ask this question each session.*

Client Forms:

Pre-Coaching Call Form *(For client to use to prepare for call).*

Call Notes *(For client to use during call.)*

Technicolor Vision *(For client to write out and keep their own Technicolor Vision.)*

Circle of Life *(For use in the next session.)*

Section Two Client Forms

Session One:	Pre-Coaching Call Form Call Notes Technicolor Vision Circle of Life
Session Two:	Autobiography Outline Goal Planner
Session Three:	Commitment Life for a Penny
Session Four:	Positive Adjectives
Session Five:	Maslow's Hierarchy Core Needs Assessment
Session Six:	50 Powerful Questions
Session Seven:	None
Session Eight:	All I Need to Know I Learned in Kindergarten
Session Nine:	Top 12 Questions for Change
Session Ten:	Fear Activators

Core Needs Assessment

Circle your top five core needs. What do you need to be content, satisfied, fulfilled? What do you need above anything else to make sure you are OK? Once you have circled your five needs, number him/her with 1 being your number one core need.

Respect	Safety	Fun	Space	Rest	Acceptance
Friendship	Openness	Honesty	Healthy	Support	Understanding
Family	Harmony	Trust	Commitment	Solitude	Faith
Fairness	Belonging	Love	Structure	Joy	Abundance
Power	Peace	Be Heard	Responsibility	Express Feelings	Financial Stability
Success	Community	Change	Be Understood	Control	Predictability
Be Included					